



## NOTICE TO ALL NEW BUSINESS OWNERS

All businesses are required to have a current CERTIFICATE OF OCCUPANCY issued by the City of Casa Grande prior to occupying commercial space.

All new businesses that wish to occupy a building or space previously used by a business of the **same nature** and where **no building alterations are required**, need to obtain a CERTIFICATE OF OCCUPANCY prior to the issuance of their BUSINESS LICENSE. To obtain a CERTIFICATE OF OCCUPANCY, you will need to submit the following documents to the Development Center:

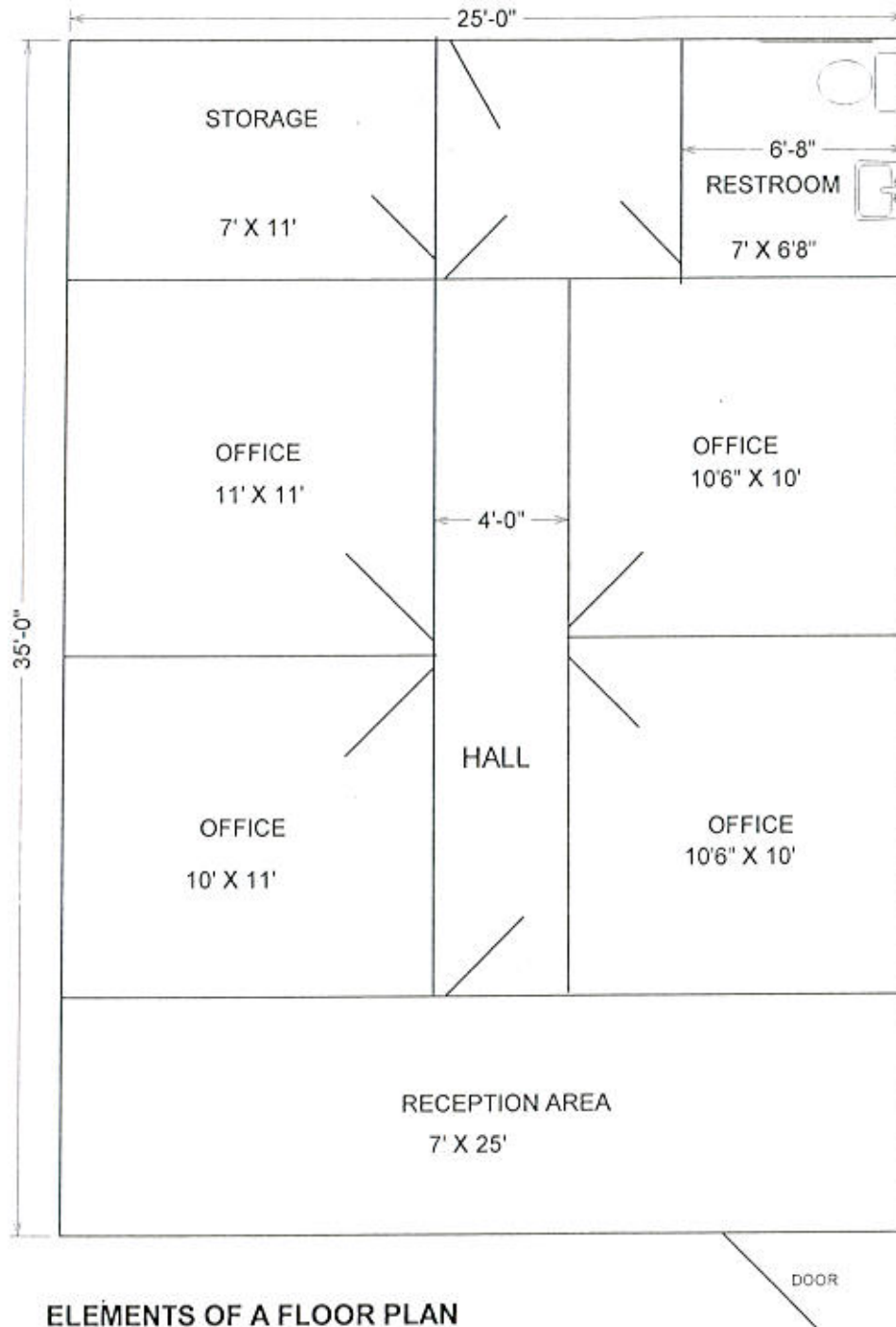
1. APPLICATION. Complete and submit a Commercial Building Permit application and mark the box marked "Certificate of Occupancy". The application is available online (<http://www.casagrandeaz.gov>) or at the Development Center.
2. FLOOR PLAN. A drawing with dimensions of the building or space you will be occupying. See attached sample Floor Plans. Contact the Development Center to find out if they have a Floor Plan on file that you may use.
3. PARKING PLAN. The Development Center will provide you a form with an aerial photograph of your location. You must fill in the number of parking spaces currently provided on your site.

All businesses that will be making alterations to their commercial space must contact the City's Development Center to discuss any required building permits. A new Certificate of Occupancy will be issued for the business after the building permit has been issued and all work has been completed and inspected.

If you have any questions please contact:

City of Casa Grande  
Development Center  
510 E. Florence Boulevard  
Casa Grande, Az 85122  
520.421.8630 tel  
[dcpermits@casagrandeaz.gov](mailto:dcpermits@casagrandeaz.gov)

# SAMPLE FLOOR PLAN



## ELEMENTS OF A FLOOR PLAN

1. PLANS SUBMITTED ARE TO BE TO A SCALE (I.E. 1/8"=1', 3/16"=1', 1/4"=1')
2. SHOW BUILDING OR SPACE ADDRESS
3. SHOW THE DIMENSION OF THE BUILDING OR SPACE YOU ARE OCCUPYING
4. SHOW DIMENSIONS OF ALL ROOMS
5. SHOW THE USE OF ALL ROOMS
6. NOTE THE NATURE OF THE BUSINESS (BOOK STORE, CLOTHING STORE, ETC.)
7. NOTE THE USE OF THE PREVIOUS BUSINESS AT THIS LOCATION (IF KNOWN)

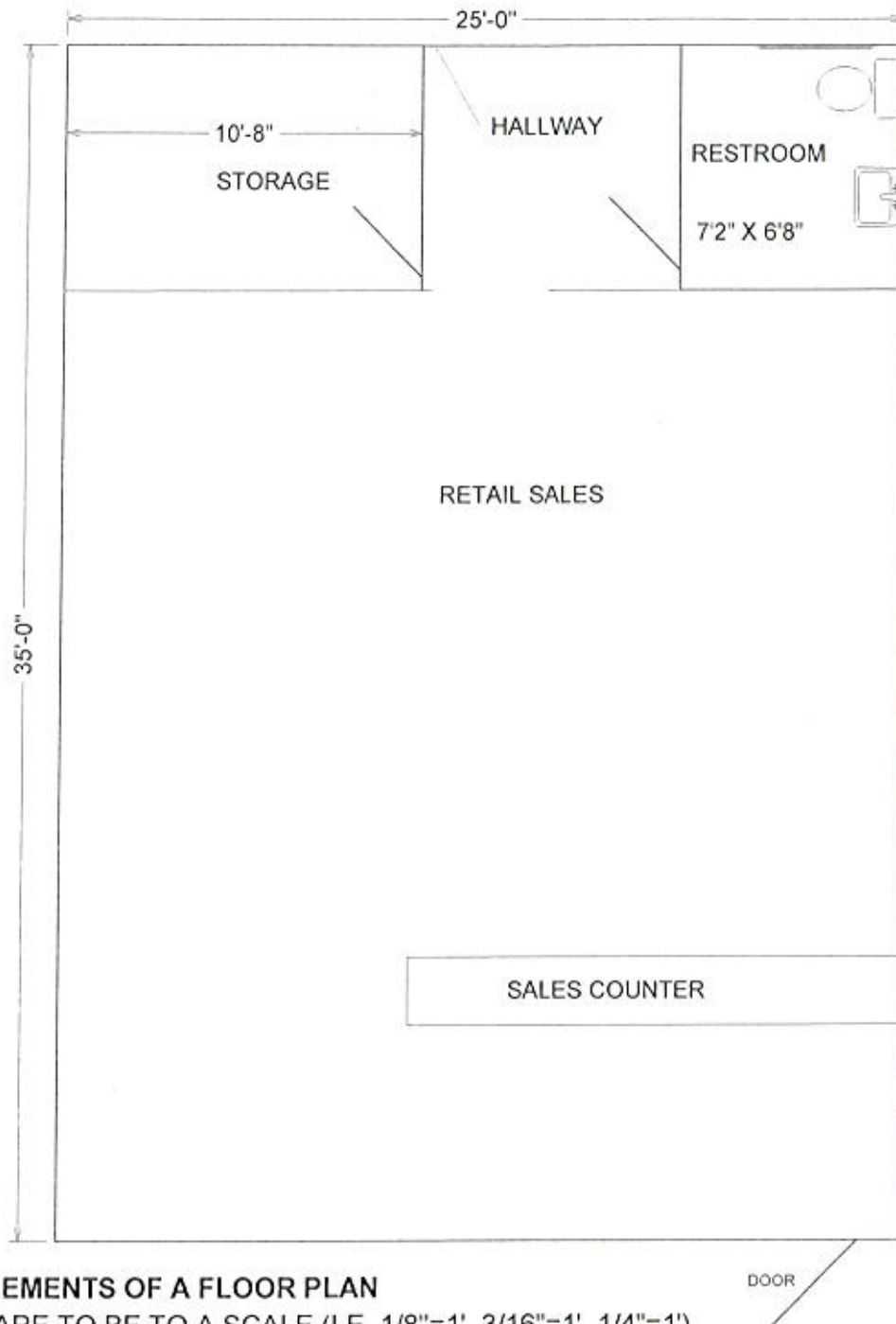
### EXAMPLE OF NOTES 6 & 7

PRIOR BUILDING USE -- BUSINESS / MANAGEMENT COMPANY  
PROPOSED BUILDING USE -- BUSINESS / LAW FIRM

ADDRESS

SCALE 3/16"=1'

# SAMPLE FLOOR PLAN



## ELEMENTS OF A FLOOR PLAN

1. PLANS SUBMITTED ARE TO BE TO A SCALE (I.E.  $1/8"=1'$ ,  $3/16"=1'$ ,  $1/4"=1'$ )
2. SHOW BUILDING OR SPACE ADDRESS
3. SHOW THE DIMENSION OF THE BUILDING OR SPACE YOU ARE OCCUPYING
4. SHOW DIMENSIONS OF ALL ROOMS
5. SHOW THE USE OF ALL ROOMS
6. NOTE THE NATURE OF THE BUSINESS (BOOK STORE, CLOTHING STORE, ETC.)
7. NOTE THE USE OF THE PREVIOUS BUSINESS AT THIS LOCATION (IF KNOWN)

### EXAMPLE OF NOTES 6 & 7

PRIOR BUILDING USE -- RETAIL SALES / CLOTHING STORE  
 PROPOSED BUILDING USE -- RETAIL SALES / BOOK STORE

ADDRESS

SCALE  $3/16"=1'$



# Sample Parking Plan



Total Standard Parking Spaces: \_\_\_\_\_

Total Handicapped Accessible Parking Spaces: \_\_\_\_\_

## FOR DEPARTMENT USE

Area: \_\_\_\_\_

Parking Required: \_\_\_\_\_